



## **Short-term Vacation Rental Application Checklist**

### **General Information**

“Short-term vacation rental” shall mean the rental of a residential dwelling, a dwelling unit or a room in a dwelling for compensation by way of a rental agreement, lease, license or any other means, whether oral or written to a person or group of persons for temporary overnight accommodations for a period of less than thirty consecutive days.

Under Ordinance No. 19-1395, the City Council initiated a two-year pilot program to allow short-term vacation rentals. Short-term vacation rentals are permitted in nonconforming residential dwelling units on properties zoned C-2, C-3, SPA-7, SPA-8, or SPA-11, provided the dwelling unit was legally established before October 24, 2019.

Short-term vacation rentals may be established and operated only after an Administrative Permit has been approved in compliance with [Chapter 17.55 of the Hermosa Beach Municipal Code](#). The Administrative Permit for a short-term vacation rental shall be valid for one calendar year from the date of issuance and may be renewed annually thereafter, provided that the provisions enacted by Ordinance No. 19-1395 remain in effect and have not expired. Pursuant to Ordinance No. 19-1395, Administrative Permits for short-term vacation rentals will not be issued or renewed after October 24, 2021.

### **Submittal Requirements Checklist**

- ☐ Short-Term Vacation Rental (STVR) Application Form (only one application is required per property regardless of the number of STVR units) (page 2)
- ☐ STVR Management and Operation Plan (pages 3-4)
- ☐ Copy of Complete Business License Application submitted separately to the Finance Cashier’s Department
- ☐ Site Plan: showing all improvements on the entire property on which the short-term rental unit(s) is/are located, including the power panel disconnect, house water main valve, number and location of designated on-site parking spaces available (including garage parking) for use by renter(s), storage location of trash containers and any outdoor patios or barbeque areas.

Note: RENEWALS require a Site Plan if:

- There has been a decrease in the number or size of parking spaces, and
  - The vacation rental permit has not been amended to approve the changes
- ☐ Floor Plans (one per unit): labeling all interior rooms and the location of all sleeping areas and bedrooms. Include the number of beds (including sofa beds, inflatable mattresses, roll-a-way beds, hide-a-beds, and the like) to be rented as part of the short-term rental, the approximate square footage of each short-term vacation rental unit and the square footage of the entire property (lot area).

Note: RENEWALS require Floor Plans if:

- There has been an increase or decrease in the number of sleeping areas or bedrooms.
- ☐ STVR Verification of Property Condition Form (page 5)
- ☐ Non-refundable application Fee:
  - Initial Application Fee- \$1,735.00
  - Annual Review- \$1,501.00

## Short-Term Vacation Rental Application Form

Application Type: ☐ New ☐ Renewal (Permit #) \_\_\_\_\_

### SEC I: Unit Information

Short Term Rental Address(es) \_\_\_\_\_

Number of Units \_\_\_\_\_

Number of On-site Parking \_\_\_\_\_

Number of Bedrooms per Unit \_\_\_\_\_

Spaces Designated for STVR(s) \_\_\_\_\_

Additional Uses Onsite \_\_\_\_\_

### SEC II: Applicant Information

Name \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

Zip \_\_\_\_\_

State \_\_\_\_\_

### SEC III STVR Owner's Authorized Agent

Name \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

Zip \_\_\_\_\_

State \_\_\_\_\_

*Note: The STVR Owner's authorized agent shall be a local contact person who shall be available 24 hours per day, seven days a week for the purpose of responding to City staff calls pertaining to complaints regarding the condition, operations or conduct of occupants of the short-term vacation rental or guests. If directed by City staff, the STVR Owner's authorized agent shall personally proceed on-site within 30 minutes from the call to resolve the problem.*

### SEC IV Transient Occupancy Tax (TOT)

Primary contact person for collecting and paying TOT: \_\_\_\_\_

☐ Applicant

☐ Authorized Agent

☐ Other

Name \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

### SEC V: Online Hosting Platforms Information

Primary contact person for guests and managing bookings: \_\_\_\_\_

☐ Applicant

☐ Authorized Agent

☐ Other

Name \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Please check all online hosting platforms on which you plan to list your STVR(s):

☐ Airbnb

☐ VRBO

☐ TripAdvisor

☐ Flipkey

☐ Homeaway

☐ Other (list all other platforms below): \_\_\_\_\_

I certify that the information provided in this application is true and correct. I agree to notify the City of Hermosa Beach of any material change in the information provided in this application and/or any change in ownership of this property within 14 days of such change. I have reviewed the entirety of the City of Hermosa Beach's Short-Term Vacation Rental Municipal Code ([HBMC](#)) [Section 17.40.230](#), which pertains to my use of the Short-term vacation Rental Permit and I understand and agree to all of the conditions and requirements. I agree to pay the Transient Use Occupancy Tax as set forth in [Chapter 3.32](#) of the HBMC. I consent to an inspection of the property to verify any information in this application or at any time to assess compliance with the HBMC. I further acknowledge that this is a pilot program and permits will not be issued after October 24, 2021.

Owner's Signature \_\_\_\_\_

Date \_\_\_\_\_

Authorized Agent Signature \_\_\_\_\_

Date \_\_\_\_\_

## Short-Term Vacation Rental Management and Operation Plan

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All short-term vacation rentals shall provide a Management and Operation Plan, which shall include the following; *(Management and operation plans shall be submitted as a supplement document as part of the STVR application.)*

- All reasonably prudent business practices that will be utilized to ensure that the short-term vacation rental unit(s) is/are used in a manner that complies with all applicable laws, rules, regulations, and permits.
- A mock-up of the identification plaque that will be posted and maintained at all times on the site. Include the location of the plaque on the Site Plan. (Note: the plaque is required to be displayed within plain view of and legible to the general public, shall not exceed six square feet in size (unless otherwise approved by the Community Development Director), and shall contain the address of the premises, STVR permit number, and telephone number of the Hermosa Beach Police Department Dispatch (310) 524-2750 for complaints regarding condition, operation or conduct of occupants of the unit(s).)
- The name, address and telephone number of a local contact person (authorized agent) who shall be available 24 hours per day, seven days per week for the purpose of responding to City staff calls pertaining to complaints regarding the condition, operations or conduct of occupants of the short-term vacation rental(s) or their guests, and if directed by City staff, to personally proceed on-site within thirty minutes from the call to resolve the problem.
- All reasonably prudent business practices that will be used to ensure that the occupants and/or guests of the short-term vacation rental unit(s) do not create unreasonable noise or disturbances, engage in disorderly conduct or illegal activity or violate any applicable law, rule or regulation pertaining to the use and occupancy of the short-term vacation rental unit(s).
- All reasonably prudent business practices that will be used to ensure that the short-term vacation rental unit(s) is/are used for overnight accommodations purposes only. This shall include all prudent business practices to prohibit the rental to commercial party businesses.
- Location of on-site parking. (Note: on-site parking shall only be allowed on approved driveway, garage and/or carport areas. Parking of oversized vehicles must comply with the provisions of [HBMC Chapter 10.32.](#))
- The size or number of containers and/or frequency of pick-up (if permitted by the City's authorized waste hauler) to accommodate the amount of trash generated by all uses on the site. (Note: the property shall be maintained free of litter and debris. City may require an increase in the size or number of containers and/or frequency of pick-up, if needed.)
- The number of adult occupants allowed to occupy each short-term vacation rental unit. (Note: the number shall be limited to no more than two per bedroom/sleeping area.)
- An acknowledgement that STVR administrative permits are also subject to the following conditions of approval:
  - The owner or owner's authorized agent shall post the current short-term vacation rental permit number, a photograph of the front of the property where the short-term vacation rental unit is located, as well as the number of approved on-site parking spaces available, in any written publication or on any website that promotes the availability or existence of a short-term vacation rental unit.

- Approved on-site parking space(s), including all enclosed garages, shall be kept free and clear to accommodate vehicular parking for renters/guests during all times the unit(s) is/are in use as a short-term vacation rental.
- Prior to occupancy of a short-term vacation rental unit, the owner or the owner's authorized agent shall:
  - i. Obtain the contact information of the renter.
  - ii. Provide a copy of the City's "Good Neighbor" brochure containing these requirements to the renter.
  - iii. Require the renter to execute a formal acknowledgement that he or she is legally responsible for compliance by all occupants of the short-term vacation rental unit and their guests with all applicable laws, rules and regulations pertaining to the use and occupancy of the short-term vacation rental unit.
  - iv. The information required in Paragraphs i and iii shall be maintained by the owner or the owner's authorized agent for a period of three years and be made available upon request to any officer of the City responsible for the enforcement of any provision of the municipal code or any other applicable law, rule or regulation pertaining to the use and occupancy of the short-term vacation rental unit(s).
- The owner or the owner's authorized agent, shall, upon notification that any occupant or guest of the short-term vacation rental unit(s) has created unreasonable noise or disturbances, engaged in disorderly conduct or committed violations of any applicable, law, rule or regulation pertaining to the use and occupancy of the short-term vacation rental unit(s), respond in a timely and appropriate manner to immediately halt or prevent a recurrence of such conduct. Failure of the owner or the owner's authorized agent to respond to such calls or complaints in a timely and appropriate manner shall subject the owner to all administrative, legal and equitable remedies available to the City.

# Short-Term Vacation Rental Verification of Property Condition Form

The following items require verification to assure the short-term vacation rental unit(s) is/are equipped and maintained to meet the minimum safety standards to help provide for a safe vacation experience. Verification shall be performed by the City's Building Inspector, and the completed verification form shall be signed by the property owner and City's Building Inspector.

I (the property owner) hereby acknowledge that a site inspection is required as a part of the administrative permit application for the short-term vacation rental(s) and agree to coordinate with City staff to schedule the inspection and to allow the City's Building Inspector to perform the inspection.

Property Owner's Signature _____	Date _____
Date of Inspection: _____	
Name of Building Inspector: _____	
Name of City Planner: _____	
Compliant for each unit	<input type="checkbox"/> Yes <input type="checkbox"/> No

- ☐ Smoke alarms (listed and approved) shall be installed in the following locations per the California Residential Code (CRC), Sec. R314.1.
  - In each sleeping room, and
  - Outside each separate sleeping area in the immediate vicinity of the bedroom(s), and
  - At least one alarm on each story, including basements and habitable attics.
- ☐ Carbon Monoxide alarms (listed by an approved agency such as UL) installed in the following locations per the CRC, Sec. R315.1.
  - Outside each separate sleeping area in the immediate vicinity of the bedroom(s), and
  - At least one alarm on each story, including basements and habitable attics.
- ☐ Working GFCI's (ground fault circuit interrupters) required at all receptacles within 6 feet of all kitchen, bathroom, bar and laundry sinks per the California Electrical Code (CEC), Art. 210.8.  
Electric Main and Sub Panels shall be accessible, with all breakers identified and no openings in cover plate per the CEC.
- ☐ All sleeping rooms shall be provided with at least one emergency egress window, Per the CRC, Sec. R310.
- ☐ All stairs shall have at least one continuous handrail running the full length of the stairs per the CRC, Sec. R311.7.8
- ☐ All walking surfaces measured vertically more than 30" above grade or floor levels, including balconies, decks, stairs and landings, shall have guard railings per CRC Sec. R312.1.
- ☐ Pool/spa safety barrier enclosures comply with California Building Code.
- ☐ Rental equipped with at least one fire extinguisher (type 2A10BC) installed in a readily visible/accessible location near the kitchen.
  - ☐ Safety glass shall be installed in glass doors, shower enclosures, etc. as per CRC
  - ☐ Water Heaters shall be properly installed per California Plumbing Code Chap. 5.
  - ☐ Attached Garages shall be separated from dwelling by fire rated walls, ceiling and door, per CRC.
  - ☐ All garage door springs shall be free of defects; automatic door openers shall have safety stop per CRC.

I hereby certify that the safety standard conditions listed above are fully complied with.

City's Building Inspector _____	Date _____
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